



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
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AIR-1.0 Ser CPEO/CSS

JUN 15 2004

POLICY MEMORANDUM


From: Council of Program Executive Officers


Subj: CONTRACTING FOR SUPPORT SERVICES

1. In endeavoring to gain total visibility into the full breadth and depth of our NAVAIR workforce, the PEO Council is concerned that the Command accurately track contractor support service costs and how they are contracted. This accuracy is essential in order to maintain the credibility of the Work Force Shaping Tool database and to be able to respond effectively and timely to cost reduction drills, as well as to realize efficiencies derived from market-driven contract rates. To this end, we must make every effort to ensure that appropriate and prescribed contractual vehicles are being used when buying support services.
2. Starting immediately for new contractor support service contracts or upon completion of existing contractual efforts, all program managers within the AIR-1.0, PEO(A), PEO(T), and PEO(W) organizations shall adhere to the following policy/direction:
 - a. All program management (PM) support services shall be contracted for via the PM Multiple Award Contract (PM MAC), which is sponsored by AIR-1.0. PM MAC is a tool for contracting for program management, financial management, administrative support, and other professional support services that can be directly tied to program management. The PM MAC awards were announced in late February 2004. Questions concerning the administration of the PM MAC should be directed to Mr. Craig Simpson, AIR-2.5.1.8.
 - b. Logistics support services shall be contracted for using the AIR-3.0 National Suite of Contracts sponsored by AIR-3.0. The point of contact for the AIR-3.0 National Suite of Contracts is Ms Joanne Boyle, AIR-3.0C.
 - c. Engineering support services are covered by several different multiple award contracts that are sponsored by the various AIR-4.0 departments. Depending on the specific nature of the engineering support services needed, the program manager should contact the respective department in Research & Engineering.
3. We intend for this to be the usual and accepted method of obtaining contractor support services for our programs. Where unique circumstances dictate otherwise, individual waivers must have written approval at the Flag/SES level within the PEO or AIR-1.0.
4. These contractual vehicles improve efficiency through a streamlined business process that reduces the workload and lead time required to procure the requested support

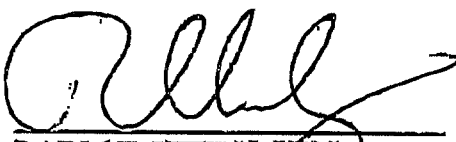
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services. In addition, these contracts leverage team-wide requirements to obtain market-driven contract rates. It is essential that program managers use these contractual vehicles for the types of support for which they are each intended. While AIR-2.0 is monitoring the labor categories being contracted for under each vehicle, it is imperative that PMs understand the role of each of these omnibus contracts and use them appropriately.


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THOMAS LAUX
Program Executive Officer for Air ASW, Assault, and Special Mission Programs
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